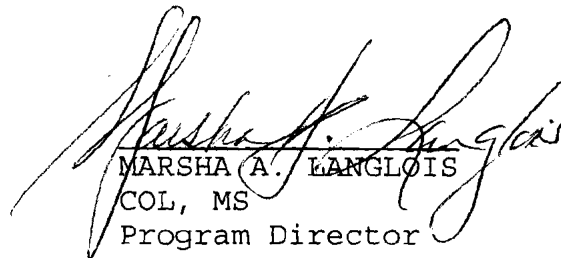



U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
ACADEMY OF HEALTH SCIENCES  
DEPARTMENT OF HEALTH SERVICES ADMINISTRATION (DHSA)

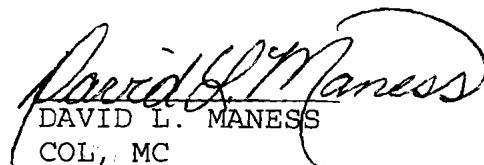
STUDENT EVALUATION PLAN  
8B-F22/551-F22  
MEDICAL LOGISTICS SYSTEMS MANAGEMENT COURSE



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DATE APPROVED: 09 May 2006

This SEP supersedes the 8B-F22/551-F22 SEP, dated 10 January 05

8B-F22/551-F22

DATE APPROVED:

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STUDENT EVALUATION PLAN  
8B-F22/551-F22  
MEDICAL LOGISTICS SYSTEMS MANAGEMENT COURSE

**I. PREFACE.** The purpose of this evaluation plan is to establish policies, assign responsibilities and prescribe procedures for the execution of the 8B-F22/551-F22, Medical Logistics Systems Management Course. The policies and procedures described herein shall apply to all individuals attending this course.

**II. COURSE DESCRIPTION.**

A. Length/Location. The 8B-F22/551-F22, Medical Logistics Systems Management Course is a two-week course conducted at the U.S. Army Medical Department Center and School (AMEDDC&S), Fort Sam Houston, Texas. The course is designed to fill the scholastic requirements of highly trained and qualified AOC: 70K67/Health Service Materiel Officer, MOS 91J, Medical Logistics Specialist, and Department of the Army Civilians (DACs). Mail or fax a written, signed request or completed DA Form 3838 for Active Soldiers and DD Form 1556 for DA Civilians to:

Logistics Management Branch  
AMEDDC&S, ATTN: MCCS-HFE  
Building 2640 Harney and Scott Road  
Fort Sam Houston TX 78234-6000

Requesting unit must provide funds for travel and per diem costs for civilians. For Soldiers or civilians needing more information, contact:

AMEDDC&S LMB, (210) 295-4241 or 210-295-4296 or e-mail [jose.graham@amedd.army.mil](mailto:jose.graham@amedd.army.mil) or [jill.duffee@amedd.army.mil](mailto:jill.duffee@amedd.army.mil)

B. Scope. The 8B-F22/551-F22 major areas of study consist of medical logistics systems inventory management concepts, philosophies, and procedures. Subjects taught are DMLSS navigation and log-on procedures, catalog maintenance, orders, order exceptions, emergency orders, system services Table Maintenance Utility (TMU) and System Services (SS) overview, purchase cards, issues, picklist, internal transfers, receipts, gains/losses, destruction, customer requests, transaction history, physical inventories, TAMMIS Customer Assistance Module (TCAM)/DMLSS Customer Assistance Module (DCAM) and basic Business

8B-F22/551-F22

DATE APPROVED:

Objects.

C. Prerequisites. This course is open to Active and Reserve Component Medical Service Corps commissioned officers (70K67), O4 and below, warrant officers (670A), 91J enlisted personnel (E-5 through E-8) and Department of Defense civilians and contractors in the grades of GS-05 and above (or pay band equivalent). All students must complete the Chemical, Biological, Radiological, and Nuclear (CBRN) (on-line training) and present their certificate on the first day of class. Students must be assigned or have a tentative assignment to duties in an Installation Medical Supply Activity medical materiel account or any logistical authorized position requiring some type of intermediate level DMLSS training. Students must have a good working knowledge of DMLSS and TDA inventory management, and be in an actual or anticipated assignment with medical materiel account duties at a Supply Support Activity or Installation Medical Supply Activity. Military students must meet height and weight standards IAW AR 600-9.

D. Service Obligation. None

**III. PURPOSES OF EXAMINATIONS.** You will take **two Graded Practical Exercises (GPEs)** and complete daily system scenarios at the end of each day's instruction. The purposes of the **GPEs** and system scenarios include but are not limited to the following:

A. Measure the degree to which you have achieved the stated course objectives.

B. Monitor your progress in meeting course objectives.

C. Provide feedback to the course director on the effectiveness of instruction and instructional materials.

D. Assist the Course Director with data/information for the evaluation of instructional methods.

E. Rank-order students when applicable.

**IV. COURSE REQUIREMENTS.** To graduate from this course, you must achieve the required academic and nonacademic standards.

A. Academic Standards.

1. You must attain a cumulative academic average of at least 70% (i.e., 135 of 200 possible points). You must attain 70%

8B-F22/551-F22

DATE APPROVED:

or higher on the Graded Practical Exercises in order to graduate.

2. Academic points are awarded as follows:

| <u>EVALUATION</u>                                      | <u>POSSIBLE POINTS</u> |
|--|------------------------|
| DMLSS Graded Practical Exercise# 1                     | 100                    |
| DMLSS Graded Practical Exercise# 2<br>(END of Course). | 100                    |
| <b>TOTAL</b>   | <b>200</b>             |

B. Nonacademic Standards.

1. Physical Fitness. You will not be enrolled in this course if you fail the initial weigh-in (military personnel).

2. Physical Training. You are required to adhere to a physical fitness program in order to maintain appearance and physical standards IAW DA PAM 611-21 and AR 600-9 (military personnel).

3. Army Physical Fitness Test (APFT). Due to the shortness of the course, an APFT will not be administered.

4. Standards of Conduct. Standards of conduct such as cheating, disrespectful behavior, personal appearance, substance abuse, fraternization with instructors, and insubordination are prohibited. School policies will be strictly enforced, IAW UCMJ, and AMEDDC&S Reg 351-12 as applicable.

5. You are required to read this SEP and sign the Acknowledgement Memorandum (See Appendix A) the first day of class.

**V. POLICIES/PROCEDURES.**

A. Evaluations.

1. You will take two graded practical exercises (GPEs) during the course.

2. You will be informed of the results of your performance as soon as possible following GPEs.

3. Your Class Advisor will schedule a review for all

8B-F22/551-F22

DATE APPROVED:

graded events to provide detailed performance feedback, identify the correct answer for each item, discuss scoring criteria, and settle any disputes.

B. Remedial Training/Retest. Appropriate remedial training and retesting will be IAW AMEDDC&S Reg 351-19, and performed before or after normal duty hours, or during Academic Advisor's time as coordinated by the Academic Advisor.

1. You will be retested after remedial training has been completed.

2. The maximum score you can achieve for passing a retest is 70%.

3. If you fail a retest, you will be referred to the Class Advisor for counseling action and possible removal from the course.

C. Academic Counseling. Counseling will be conducted IAW AHS Reg 351-12.

1. Assignment of Academic Counselors. Your Class Advisors will be your counselors for the duration of the class.

2. Frequency of Counseling. You will be counseled after a GPE if you fail. You may request academic counseling at any time throughout the course from the faculty or staff.

D. Grading. Grades and percentages are determined utilizing a 200 academic point system. The total number of points achieved is divided by the total of 200 points possible to determine the percentage grade point average.

E. Student Ranking and Grading System. Due to the brevity of the course, students will not be ranked (compared with other students' grades) by total cumulative grade points.

F. Student Relief. In accordance with AMEDDC&S Reg 351-12, your Academic Counselors, with concurrence of the Course Director, may recommend that you be relieved from the course for any of the following reasons:

1. Academic Relief. You may be recommended for relief if you fail to meet academic standards described in this document.

8B-F22/551-F22

DATE APPROVED:

## 2. Nonacademic Relief.

a. You may be recommended for Nonacademic Relief if you fail to meet the nonacademic standards described in this document.

b. You may also be recommended for relief if you have cumulative absences of 8 hours or more for emergency leave, hospitalization, incarceration, illness, etc.

**VI. ELIGIBILITY FOR CERTIFICATE.** You will be awarded an Academy of Health Sciences U.S. Army Certificate of Training upon satisfactory completion of the academic and nonacademic requirements of this course as stated on Para IV above.

## **VII. PROCEDURES FOR ARMY STUDENTS TO OBTAIN DOCUMENTATION OF ACADEMIC COMPLETION.**

A. The Army/American Council on Education Registry Transcript System (AARTS) represents a partnership between the Army and the American Council on Education (ACE). The transcript documents a Soldier's military schooling and experience. The AARTS transcript provides college credit recommendations designed to help registrars and admission officers at civilian colleges and universities in their evaluation and award of credit for the Soldier's military learning experiences. To request a copy of an AARTS transcript:

1. Visit the AARTS web site at:  
<http://aarts.army.mil/>

2. E-mail AARTS at: [aarts@leavenworth.army.mil](mailto:aarts@leavenworth.army.mil)  
or mail your written signed request or completed DA Form 5454-R that can be downloaded from the AARTS website to:

AARTS Operations Center  
415 McPherson Ave  
Ft. Leavenworth, KS 66027-1373  
Fax: (913) 684-2011 or DSN 552-2011. Toll free at (866-297-4427 or DSN 552-3269.

For additional information, contact: AMEDDC&S Registrar, DSN 471-6207, (210) 221-6207, or e-mail [registrar@amedd.army.mil](mailto:registrar@amedd.army.mil)

B. To apply for college credits you must furnish documents specified in the ACE Guide to the civilian school(s) from which you want to receive credit. The civilian school(s) will decide

8B-F22/551-F22

DATE APPROVED:

on acceptance of ACE credit recommendations and hours to be credited.

C. Application Assistance. The Education Services Officer from the Army Education Center will assist you in preparing DD Form 295, Application for Evaluation of Learning Experiences During Military Service, to obtain recognition from civilian schools.

**VIII. ACADEMIC EVALUATION REPORTS (AER).** AERs are not required for this course.

**IX. APPENDIX A. SEP ACKNOWLEDGEMENT MEMORANDUM.**

8B-F22/551-F22

DATE APPROVED:

**APPENDIX A**

STUDENT EVALUATION PLAN ACKNOWLEDGEMENT MEMORANDUM

MCCS-HFE

\_\_\_\_\_  
Date

SUBJECT: Acknowledgement of Reading Student Evaluation Plan  
(SEP)

1. I have read and understand the Student Evaluation Plan (SEP) for the 8B-F22/551-F22, Medical Logistics Systems Management Course. All questions I had pertaining to the SEP were answered prior to signing this memorandum.

2. I have also been informed of the counseling requirements IAW AHS Reg 351-12.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name